Title IV-E Reimbursement Program for Legal Services
CY _____ Fiscal Worksheet

County HSD/SSD: _____

Contact Person: _____

Telephone/Email _____/_____

Legal Service Provider: _____

Contract Person(s): _____

Telephone/Email _____/_____

Legal Services Program Budget:

Projected Expenses	Match Funds	Title IV-E	Total
TOTAL EXPENSES			

Note: The Title IV-E reimbursement for legal services costs is limited to 33% of the total costs. The 33% IV-E limit does not apply to each line item. Line items can be funded either 100% match, 100% IV-E or a mix of both funds as long as the IV-E share of the total costs is limited to 33%.

Describe the local sources of funds used as match for the IV-E reimbursement:

Describe the method that will be used to keep track of legal services staff time devoted to IV-E reimbursable activities.

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CY _____ Program Plan

Indicate what types of legal services are included in the IV-E reimbursement program:

CHIPS _____   Guardianship _____
TPR _____   Placements _____
Other _____ (describe below)

Describe how the IV-E reimbursement will be used to improve child welfare legal services. How will the expanded legal services improve safety and permanency outcomes for children?

If staff costs are included in the budget, describe what positions are included and whether the positions are existing or new. For new positions, explain what actions are necessary to create the position authority and the expected start date for the new staff.

If existing legal services costs are being used as match, explain how local funds freed up by the IV-E reimbursement will be reinvested in child welfare legal services or other child welfare program activities.

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Program Assurances

Legal Services Agreement:

Has an agreement between the human/social services department and the agency providing child welfare legal services been completed? _____

When was the agreement effective? _____

Date of the last update to agreement: _____

Attach a copy of the current agreement to the application.

Cost Allocation Method:

Has the method for allocating legal staff and other costs to the legal services reimbursement program been reviewed by the county human/social services agency? _____

Does the agency providing child welfare services report information on a regular basis to support the costs for which IV-E reimbursement is claimed? _____

Signatures:

Human/Social Services Department:

_____   _____
Name   Date

_____
Title

Legal Services Agency:

_____   _____
Name   Date

_____
Title